

**PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO**

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision (Replat)
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Right-of-way Dedication	<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Right-of-way Vacation	<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> PUD Amendment	<input type="checkbox"/> Simple Lot Split	<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Minor PUD Modification	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Retracement Plat	<input type="checkbox"/> Subdivision (Original)	<input type="checkbox"/> Zoning Amendment (Ord.)

FEE _____ APPLICATION # _____ DATE: _____

Applicant: _____ Phone: _____

Owner: _____ Phone: _____

Address: _____

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Describe Briefly the Reasons for Request: _____

Date Fee Paid: _____

Estimated Date of Planning & Zoning and City Review: _____

Signature _____

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

Procedure for Retracement Plats
City of West Fargo, North Dakota

Notice to Applicants: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay your request before the Planning & Zoning or City Commissions.

1. Preapplication Conference with Planning Office _____
2. Application Fee Paid. _____
3. Application Completed and Submitted 2 Weeks prior to the Planning & Zoning Commission meeting. _____
4. Site Plan Submitted (3 Full Size Copies & 1 Reduced 11" x 17" Copy).* _____
5. Final Plat Submitted (10 Full Size Copies & 1 Reduced 11" x 17" Copy).*
The above steps must be completed prior to Planning & Zoning Commission Review! _____
6. Review Held by Planning & Zoning Commission. _____
7. Complied with Conditions as Set Forth by Planning & Zoning Commission. _____
8. City Commission Review. _____
9. Certification Showing Specials and/or Taxes are Current. _____
10. Legal Title Opinion Submitted Showing Current Ownership. _____
11. Final Plat Submitted (1 Mylar Original, 2 Mylar Copies, 10 Full Size Paper Copies, 1 Reduced 11" x 17" Paper Copy & 1 Digital Copy Submitted). _____
12. Required Signatures Obtained on Mylar Print of Final Plat. _____
13. Final Plat Filed. _____

*Plats must contain the requirements as specified within the Subdivision Regulations in order for the Plat to be approved.

Approximate time for approval - 3 to 5 weeks.

Retracement Plat Requirements
City of West Fargo

1. Any undeveloped parcels which have not been previously platted and are located within the City limits of the City of West Fargo shall be required to file a Retracement Plat prior to receiving a building permit for development. Retracement Plats are defined as plats of existing metes and bounds parcels which have been of record with the Cass County Register of Deeds since before December 2, 1985, therefore are not considered subdivisions under the West Fargo Subdivision Ordinance and are not subject to all the Subdivision requirements.

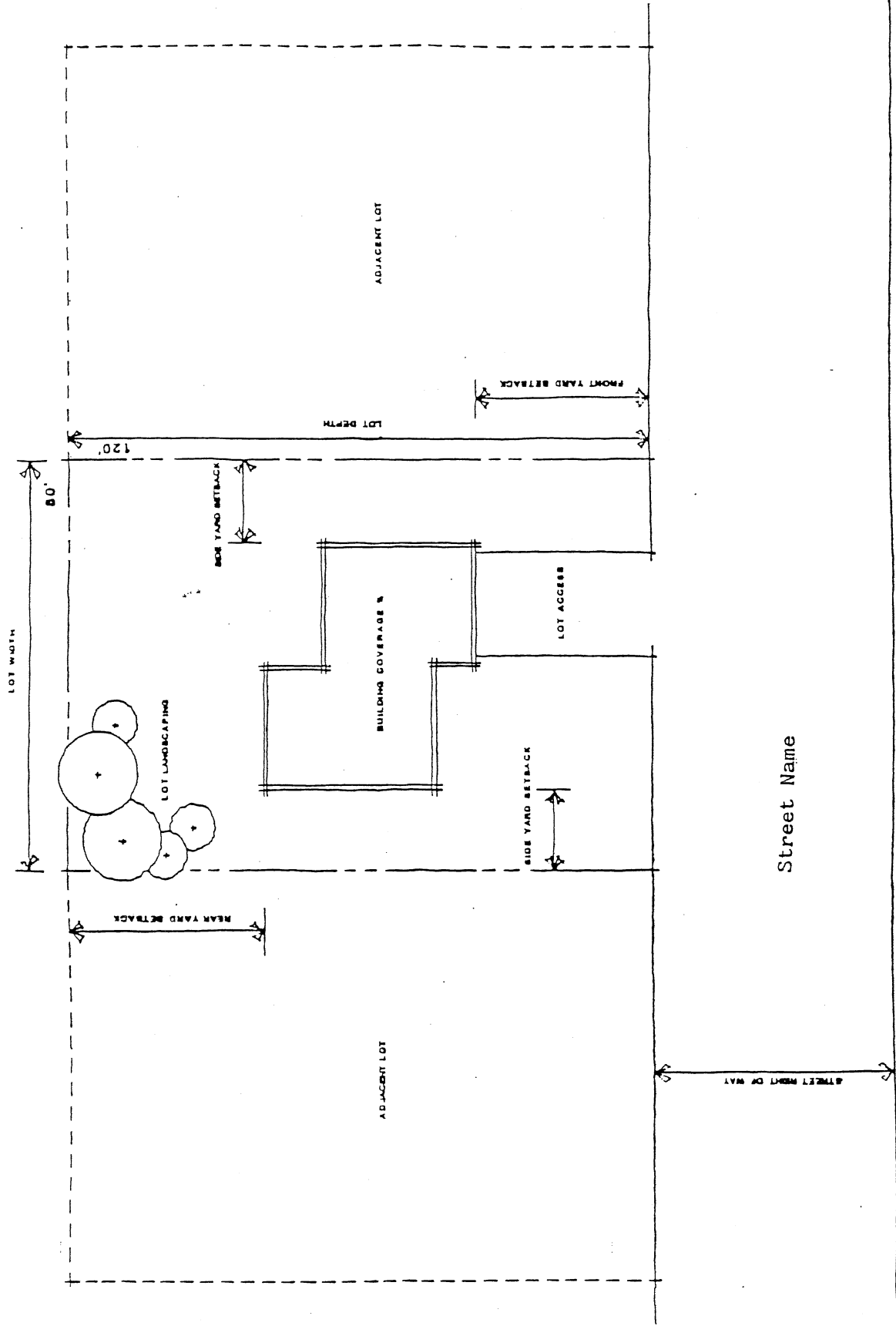
The purpose of Retracement Plats is to provide clear legal descriptions with an associated subdivision plat title and accurate parcel size information.

2. PROCEDURE. The procedure for review and approval of Retracement Plats is as follows:
 - a. Plats shall be prepared in accordance to N.D.C.C. platting requirements and Section 4-0405.4 of the Code of City Ordinances, Subdivision Regulations of the City of West Fargo, and shall denote any existing right-of-ways or easements.
 - b. The City Planning Department shall review the plat and shall forward copies to appropriate departments for their review and comments.
 - c. The City Planning and Zoning Commission shall review the plat and forward their recommendation to the City Commission. No public hearing shall be required.
 - d. The City Commission shall give consideration to the plat at their next regular meeting.
 - e. Upon City Commission approval the plat shall be signed and recorded with the Cass County Register of deeds.
3. Property owners with partially or fully developed parcels are encouraged to file retracement plats with the City to provide clear legal descriptions with an associated subdivision plat title and accurate parcel size information. This will provide for a cleaner abstract and will allow the City to better manage property information. The same procedure for approval as in Section 4-0403.5B shall be followed.
4. A Site Plan shall be submitted to the Planning Office.

Site Plan Requirements
City of West Fargo

1. Name of applicant; name of subdivision;
2. Shall be drawn in ink at a scale of 1" = 100'.
3. North point and date.
4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
5. Existing and proposed street names to include street right-of-way widths.
6. Means of ingress and egress to lots.
7. Existing and proposed building on each lot to include all yard setback distances.
8. Approximate square footage of each building.
9. Existing and proposed berm/landscaping/screening locations.
10. Existing and proposed location of sidewalks, if any.
11. Provision for off-street parking, snow storage and garbage removal.
12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
13. Proposed fence locations, if applicable.
14. Any other information which will explain or support your request.

SITE PLAN



Final Plat Requirements
City of West Fargo

1. Shall be drawn by a registered land surveyor on a Mylar print at a minimum scale of 1" = 100 feet. Two Mylar copies and a digital copy in .PDF format shall also be submitted.
2. The original Mylar print, Mylar copies, digital copy and ten (10) paper copies shall be submitted to the City Planning Office.
3. The name and legal description of the land covered by the plat.
4. Date of preparation, scale and north point.
5. Name and signature of all owners of the land covered by the plat.
6. Name and signature of the registered land surveyor.
7. Other endorsements shall include signature spaces for the City Engineer, Planning & Zoning Commission Chairman, the Mayor and the City Auditor All signatures shall be notarized.
8. An accurate description of the property described in metes and bounds as shown on the preliminary plat.
9. Notations for all monuments.
10. 100-year flood elevation, when applicable.
11. Exact boundary lines of subdivision to include bearings and distances.
12. The names and adjacent lines of any adjoining platted lands shall be dotted on the plat together with the names of adjoining streets.
13. Location, purpose, and exact width of all easements.
14. The exact length of all lots and blocks, together with the progressive numbering of said lots and blocks.
15. The names and exact right-of-way widths of existing proposed streets, alleys, or private roadways.